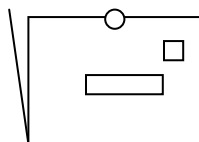
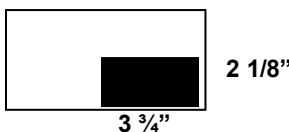


# MONEY SAVING CHECKLIST

- FAX SAMPLE** to Flanagin's before printing - 464-9787
- PRE-PRINTED LABELS will cost more in postage** (electronic lists preferred) We cannot get you the best postage if you print labels or pre-address the mail piece.
- IDENTICAL PIECES.** A bulk mailing **MUST** be identical. That means color, weight, and text. Even a poor cut can affect the weight.
- ENOUGH PIECES** to cover the full mailing. We need 10 - 20 piece overrun.
- CORRECT PERMIT** on the piece. If there is no permit imprint, there is an additional charge. If you are uncertain of which permit to put on the piece, call us first.
- FOLD ON BOTTOM AND TAB ON TOP.** If the opening is at the bottom it will require two tabs at double the cost.



- 28 LB Paper minimum weight.** USPS requirement. 20# paper is too thin.
- ADDRESS & BARCODE SPACE.** An easy safeguard is leave the lower right hand corner blank. 3 3/4" x 2 1/8". Fax us your design before printing so we can approve for postal qualifications.



- ASPECT RATIO.** Measure your mail piece. Length divided by height must be more than 1.3 or less than 2.5.
- Aqueous or varnish coated paper.** Our ink will not adhere to coated paper, it will just smear. Request the mail side free from coating. If it comes coated, we will have to apply labels.
- Move-update Requirement.** All discounted mail must have proof of move-update. All forms of move-update are good for only 95 days. **You need to choose one of the options:**

- 1) Have us add "Or Current Resident" to your piece
- 2) Have us add "Return Service Requested" to your piece (you will pay first class return postage for any that are returned)
- 3) Have us add "Change Service Requested (you will pay address correction fee for each separate notice)
- 4) Have us send your list through National Change of Address at 2 ¢ per submitted record. You will receive a report of all moves located to update your master database. *Preferred option for overall savings.* Reduce postage, printing, & labor on all future mailings.

## Indicia Formats

(indicia placement is where a stamp would go)

**(Bulk Permit)**  
(200 pc minimum)

Prsrt Std  
U.S. Postage  
**Paid**  
Valparaiso IN  
Permit No 134

**(First Class)**  
(500 pc minimum)

First Class Prsrt  
U.S. Postage  
**Paid**  
Valparaiso IN  
Permit No 134

**(Non-Profit)**  
(200 pc minimum)

Non-Profit Org  
U.S. Postage  
**Paid**  
Valparaiso IN  
Permit No 134